



BEACH HARBOR USE PERMIT DOCKWEILER YOUTH CENTER



BEACH HARBOR USE PERMITS ARE REQUIRED UNDER THE FOLLOWING CONDITIONS:

- A) Events with commercial activity, e.g. catering, clown, rental, delivery, DJ, etc.
- B) Groups serving alcohol, see **ADDENDUM C**.
- C) Groups requesting to use canopies larger than 10x10 feet see **ADDENDUM B**.
- D) There may be other circumstances not mentioned here that may constitute necessitating a permit.

INFORMATION

Multipurpose Room

With the Multipurpose Room reservation, the following is available at no additional fees:
(12) 8 x 2-½ foot tables, (150) chairs and (1) podium

WARNING: PLEASE DO NOT PLACE ANY HOT DISHES ON PLASTIC TABLES, CONTACT STAFF.

- ALL DECORATIVE MATERIALS, INCLUDING PAPER PRODUCTS, MUST BE FLAMEPROOF. GROUPS MUST REMOVE ALL DECORATIONS, INCLUDING TAPE (**NO TACKS**) WITHIN TIME OF OCCUPANCY.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (unless with proper permit, see **ADDENDUM C**).
- NO AMPLIFIED MUSIC ALLOWED (subject to approval with proper permit).
- OTHER RULES AND REGULATIONS NOT COVERED HERE MAY ALSO APPLY TO THE EVENT.

INFORMATION

CAPACITY / HOURS

Multipurpose room: 185 persons auditorium style and 125 to 150 persons banquet style, i.e. table and chair set up. The room is available for rental 7 days a week from 8 am to 6 pm.

PARKING

Parking fees are not included in the permit. Each vehicle must pay the posted fee per entrance via an automated pay machine. For more information regarding Public Parking Lot, please contact Parking Concepts, Inc. at (310) 821-1081.

REGULATIONS

SPONSORSHIP

NO AUTOMOBILE BOTTLED WATER OR CARBONATED BEVERAGE SPONSORS. Please list all sponsors and sponsorship fees on **ADDENDUM A**.

COMMERCIAL ACTIVITIES

There will be no commercial activities or sales on the premises in connection with this event without prior written permission of the County.

SIGNS/BANNERS/TENTS

Any signs intended to be placed in the area must be approved by the Department of Beaches and Harbors before being posted. All signs must be removed at the expiration of the permit (**ADDENDUM B**).

FIREWORKS

Fireworks are prohibited.

RIGHT TO AUDIT

All accounting records shall be open for inspection at any reasonable time during the term of this permit and five (5) years thereafter. County may audit the records of the permittee to verify the accuracy thereof.

WORKERS COMPENSATION

Permittee shall cover its employees with Worker's Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers the persons and risks involved in this permit.

REGULATIONS

INDEMNIFICATION

Permittee agrees to indemnify, defend and hold harmless the County of Los Angeles and any other agencies designated as permittor, their agents, officers, employees, and contractors from and against any and all liability, expense, including those arising from the conditions of the County-owned, occupied, or operated facilities or property; such claims may include, but shall not be limited to those alleging bodily injury, death, personal injury, or property damage arising from the operation, acts or omissions of permittee, its contractors, licensees, agents, servants, or employees hereunder.

Permittee further agrees to indemnify, defend, and hold harmless Los Angeles County and any other named permittors from any and all Worker's Compensation suits, liability, or expense arising from or connected with any services for or on behalf of permittee by any persons pursuant to this permit.

RELEASE

In addition to the indemnification described above, permittee agrees to require each participant in any athletic event undertaken in connection with this permit, to execute a written "Release of Liability" form. Permittee further agrees to retain each release form for a period of not less than one year after the event.

AUTHORITY TO STOP/CANCEL

In the event that an authorized representative of the County of Los Angeles finds that the activities being conducted by the permittee unnecessarily endanger the health or safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend or cancel this permit. The County of Los Angeles reserves the right to cancel this permit at any time without incurring any liability to the permittee whatsoever.

LAWS AND REGULATIONS

Permittee is required to ensure that participants and spectators of the event abide by the rules and regulations contained in the Los Angeles County Beach Code and all other applicable local, state, and federal laws. Permittee shall obtain any additional necessary permits to stage the event.

NON-DISCRIMINATION

Permittee certifies and agrees that during the term of this permit they will not exclude any qualified person from being an employee, a sub-contractor, a vendor, a participant, a spectator, or a guest, or otherwise subject anyone to discrimination because of the person's race, color, religion, national origin, sex, gender, sexual orientation, age or handicap.

WATER EVENTS

Permittee agrees that permission to commence with any in-the-water event is contingent upon approval of this permit by the Los Angeles County Fire Department/Lifeguard Division or Sheriff's Department/Harbor Master within Marina del Rey. Permittee may incur additional personnel costs due to their water activities.

PREMISE CONDITION

The Los Angeles County does not assume any expressed or implied obligations on behalf of The Los Angeles County with respect to a duty to provide extraordinary maintenance and repairs to the area by reason of the occupancy. Therefore, the permittee must accept the area in its present condition, assume any and all legal duties arising out of this occupancy, and waive any and all legal rights to have such duties performed by the Los Angeles County.

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS PERMIT.

SIGNATURE _____ DATE _____

REGULATIONS

OCCUPANCY

Permission is intended to create only a personal unassigned right of occupancy without conveyance of an estate or interest in the real property, and is granted to the permittee in permittee's capacity as an independent contractor occupying the real property for personal use of permittee in engaging in an activity in which the County of Los Angeles has no interest or participation other than as the owner and/or property manager of the area to be occupied. Occupancy is restricted to the area designated in area to be occupied. Permittee assumes complete responsibility for securing, preparing and policing said area as needed to protect the safety of the public and/or participants in said events.

MAINTENANCE

Permittee is to maintain event area clean of trash and stains. Permittee is required to move event-generated trash and place in the trash receptacles.

AUTHORITY

Permission is granted pursuant to the authority conferred by the Board of Supervisors under the Provisions of Section 2.116.20 of the Los Angeles County.

APPLICATION INSTRUCTIONS AND REQUIREMENTS

RESERVATIONS

Applications for reservation must be submitted at least two (2) weeks in advance, but no more than six (6) months prior to event date. Event will be **CANCELLED WITHOUT NOTICE** if the fees or all paperwork is not submitted two (2) weeks prior to the event. Events not cancelled at least 14 days in advanced will be charged a \$100 fee. Additional applications may be obtained either from The Dockweiler Youth Center, The Burton W. Chace Park office, or from our website at <http://beaches.lacounty.gov>

Please check for availability before submitting an application for reservation. You may check for availability and get a price quote by calling (310)726-4128. Staff is available to assist you from 7:00 am to 7:00 pm, seven (7) days a week.

Permit applications must include entire time of occupancy, preparation, rehearsal and/or clean up time.

SECURITY DEPOSIT

A refundable security deposit is required at the time an application for reservation is submitted. The security deposit amount is in addition to use permit fees and is partly based on the length of the event, number of people and areas reserved. The security deposit will be refunded within 45 days after the event provided that the premises are left clean and vacant by the time agreed upon, there is no outstanding balance due, rules are followed as set in the permit, and all other requirements have been met.

FEES

All events require prepayment of fees and 15% of gross receipts, if applicable, at least two (2) weeks before the event. Fees are partly based on the length of the event, number of people and areas reserved. Gross receipts amount is the total amount paid for services provided for the event such as catering, rental and delivery, DJ, clown or any other type of paid service (**ADDENDUM A**). A copy of all receipts or invoices indicating amounts paid for such services AND the gross receipts part of the application must be provided for approval at least two (2) weeks before the event. Telephone credit or debit card (with a VISA or MC logo) payment is available for your convenience.

INSURANCE

All reservations require an insurance certificate with the following limits: one million general liability and two million aggregate. All certificates must be accompanied by Additional Insured Endorsement (commonly referred to as an AI) – naming the County of Los Angeles as an additional insured. The County of Los Angeles will not accept a rating lower than a B+ Insurance certificates not meeting these requirements will not be accepted. You may obtain insurance either by contacting Municipality Insurance Services, Inc. at (800) 420-0555 or an insurance company of your choice. Municipality Insurance Services (the County vendor for special event insurance) certificates will be accepted as written. Proof of insurance must be provided at least two (2) weeks before the event.

BH USE PERMIT	\$	RCPT #	MULTI. RM. \$	RCPT #
GROSS RCPTS 15%	\$	RCPT #	CHAIRS/TABLES \$	RCPT #
ALCOHOL PERMIT	\$	RCPT #	PA SYSTEM \$	RCPT#
SECURITY DEPOSIT	\$	RCPT #	TV W/VCR/DVD \$	RCPT#
WEDDING PACKAGE \$			OVERHEAD PROJECTOR \$	RCPT#
ROOM CANCELLATION FEE \$			MULTIMEDIA PROJECTOR/SCREEN \$	RCPT#
OTHER \$		RCPT #	EQUIPMENT RENTAL DEPOSIT \$	RCPT#
TOTAL \$		INSURANCE #		
APPROVED BY		DATE		

APPLICATION FOR RESERVATION
DOCKWEILER YOUTH CENTER
TEL. (310) 726-4128 FAX (310) 726-4132
INTERNET: <http://beaches.lacounty.gov>

<u>Youth Center</u>	<u>Mailing Address</u>	<u>Boathouse Address</u>
12505 Vista del Mar	13837 Fiji Way	13640 Mindanao Way
Los Angeles, CA. 90245	Marina del Rey, CA 90292	Marina del Rey, CA 90292

NAME OF APPLICANT _____

NAME OF ORGANIZATION _____

ARE YOU A NON-PROFIT ORGANIZATION OR A PUBLIC AGENCY _____

ADDRESS _____

TELEPHONE (1) _____ TELEPHONE (2) _____

E-MAIL ADDRESS _____ FAX _____

DATE OF USE _____ HOURS OF USE _____

NUMBER OF PERSONS _____ TYPE OF EVENT (such as wedding, company picnic, training, etc.) _____

LOCATION (circle all that applies): OTHER _____

MULTIPURPOSE ROOM _____

EVENT WILL HAVE (please check and circle all that applies):

- _____ DONATIONS, FUNDRAISING, SPONSORSHIP (subject to approval)
- _____ VIDEOTAPING
- _____ DJ
- _____ CATERING (either cooked on site by a caterer or delivered)
- _____ ALCOHOL
- _____ CLOWN, DANCERS OR ANY OTHER PAID ENTERTAINMENT
- _____ WEDDING PLANNER OR COORDINATOR ON SITE
- _____ RENTAL OR DELIVERY (either setting up equipment/tables, chairs or delivering them)
- _____ TENTS, CANOPIES, STAGES OR PLATFORMS (note: requires a site plan showing locations/ADDENDUM D)
- _____ ANY OTHER PAID OR UNPAID SERVICES (explain: _____)

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS PERMIT. I ALSO CERTIFY THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION REFLECTS THE ACTUAL SCOPE OF MY EVENT AND UNDERSTAND THAT USE AND PERMIT FEES ARE SOLELY BASED ON THE INFORMATION PROVIDED. THEREFORE, IF THERE ARE ANY CHANGES, I MUST UPDATE MY APPLICATION IN ORDER TO SECURE PERMIT(S) FOR THE EVENT.

SIGNATURE OF APPLICANT _____ DATE _____

GROSS RECEIPTS ITEMIZATION

Please list below all sponsors, caterers, rental companies and other related companies or individuals.

[illegible]

ADDENDUM B

TEMPORARY SIGNAGE / BANNER / TENT PERMIT REQUEST

Send this form to:

Planning Division, Department of Beaches and Harbors

13483 Fiji Way Trailer #3, Marina del Rey, CA 90292

Telephone: (310) 578-6448 (signage questions only) Fax: (310) 821-7856

APPLICANT NAME _____ PHONE _____

FAX _____

APPLICANT ADDRESS _____

LESSOR NAME BEACHES AND HARBORS PHONE

SIGNATURE OF MAIN LESSEE _____ PARCEL _____

ADDRESS OF SITE

PROVIDE A MAP SHOWING THE LOCATION OF THE REQUESTED ITEM WITHIN THE PARCEL

START DATE _____ * REMOVAL DATE _____

REQUEST FOR	<u>SIGN</u>	<u>BANNER</u>	<u>TENT**</u>	<u>OTHER</u>
-------------	-------------	---------------	---------------	--------------

REQUEST ITEM(S) DESCRIPTION (SIZE, QUANTITY, COLOR, MATERIALS, TEXT, MOUNTING, ETC.):

For tent requests, please also submit site plan with tent drawing and dimensions. For sign requests, all plans must identify the size, type of sign, materials, lettering fonts, lettering size, lettering colors, artwork, method of attachment and any other embellishments. Attach additional sheet(s) if necessary.

APPLICANT'S SIGNATURE _____ DATE _____

*PLEASE NOTE THAT ANY REQUEST IN EXCESS OF 30 DAYS REQUIRES A FULL DESIGN CONTROL BOARD (DCB) SUBMITTAL. PLEASE REQUEST A COPY OF THE DCB GUIDELINES AND CHECKLIST IN THIS EVENT.

****TENT PERMIT ALSO REQUIRES APPROVAL FROM THE FIRE DEPARTMENT AND THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS, BUILDING AND SAFETY DIVISION AFTER SUCH REQUEST IS APPROVED BY THIS DEPARTMENT.**

County of Los Angeles Fire Marshal / Marina del Rey
864 N. San Vicente
North Hollywood, CA 90069-4007
Tel. (310) 358-2380

Los Angeles County Building & Safety
24320 S. Narbonne Ave.
Lomita, CA 90717
Tel. (310) 534-3760

ADDENDUM C

SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES

APPLICATION FORM AND PERMIT

Event must be catered by a bona fide company and have \$1 million dollar host liquor liability insurance in addition to the required \$1 million general liability insurance. County of Los Angeles must be named as additional insured. One security guard for every fifty persons of drinking age is required. Proof of an ABC (Alcoholic Beverage Control) off-site liquor license must be provided.

PERMIT AND EVENT IDENTIFICATION

EVENT DATE _____ LOCATION _____

NAME AND TITLE OF PERMITTEE _____

PERMITTEE ADDRESS _____

PHONE _____ LICENSE TYPE _____ LICENSE # _____

CONDITIONS OF PERMIT

- A) The sale and/or consumption of the alcoholic beverages must be limited to the "LOCATION" stated above and must be limited to the participants in the event who may legally consume such beverages.
- B) Participants will not engage in water activity such as swimming, boating, or the operation of motorized vehicles or equipment or other similar activities.
- C) NO BYOB.
- D) Alcohol must be served in 12 oz. or less size containers that are white or have color (no clear containers).
- E) Permittee agrees to comply with all license and operating requirements of ABC, federal, state and local laws. Documentation of such compliance will be provided to the Department by permittee with the written acceptance of the permit.

SECURITY CONTACT NAME _____ PHONE _____

PERMITTEE AGREES TO PAY THE COUNTY OF LOS ANGELES 15% OF GROSS RECEIPTS FROM THE SALE OF ALCOHOLIC BEVERAGES. THIS FEE IS IN ADDITION TO THAT SPECIFIED IN ADDENDUM A OF THE USE PERMIT.

ACCEPTANCE

I do hereby agree to the conditions of this ADDENDUM C to the Beach Harbor Use Permit.

Permittee / Organization Representative (Signature)

Date

Director or Authorized Representative

Date

FACILITIES BEFORE/AFTER EVENT INSPECTION FORM

Permitees Name: _____

Inspection Date: _____

Inspection Time: _____

Auditorium/Multi-Purpose Rooms

	Yes	No
Lighting Working	<input type="checkbox"/>	<input type="checkbox"/>
Broken/Loose Seats	<input type="checkbox"/>	<input type="checkbox"/>
Broken/Loose Tables	<input type="checkbox"/>	<input type="checkbox"/>
Tables Clean	<input type="checkbox"/>	<input type="checkbox"/>
Trash in Receptacles	<input type="checkbox"/>	<input type="checkbox"/>
Patios Clean	<input type="checkbox"/>	<input type="checkbox"/>
Decorations Removed	<input type="checkbox"/>	<input type="checkbox"/>
Tables/Chairs Stacked	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Kitchen

	Yes	No
Refrigerator Clean	<input type="checkbox"/>	<input type="checkbox"/>
Sink Clean	<input type="checkbox"/>	<input type="checkbox"/>
Floor Clean	<input type="checkbox"/>	<input type="checkbox"/>
Counters Clean	<input type="checkbox"/>	<input type="checkbox"/>
Stove/Oven Clean	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Storage Room

Adequate cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
Floor Clean	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

I hereby certify that the above areas are either in good working condition and/or deficiencies have been forwarded to the appropriate office.

PARK STAFF:

Print Name

Signature

PERMITEE:

Print Name

Signature